

**BY ORDER OF THE COMMANDER  
302ND AIRLIFT WING**

**302 AIRLIFT WING INSTRUCTION 36-2801**

**22 JANUARY 2014**



**PERSONNEL**

**RECOGNITION PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements Air Force Policy Directive (AFPD) 36-28, *Awards and Decorations Programs*, and describes the policy and outlines procedures for conducting the 302nd Airlift Wing (302AW) Recognition Program. This program outlines the process for recognizing, on a quarterly and annual basis, members who have demonstrated outstanding job performance, special achievements, and contributions to their local communities in the categories of Airman (AMN), Non-Commissioned Officers (NCO), Senior Non-Commissioned Officers (SNCO), Company Grade Officers (CGO), and Field Grade Officers (FGO). The category of First Sergeant is recognized annually under the First Sergeant of the Year (FSOY) program. This instruction applies to reserve and active duty assigned/detailed to the 302AW. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, **Recommendation for Change of Publication**. Route AF Form 847 to the OPR at 450 W. Hamilton Ave., Ste 171, Peterson AFB CO 80914. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Nominees are representative of a quality force and therefore must be able to stand the test of "whole life/whole career" scrutiny.

**SUMMARY OF CHANGES**

**This document has been completely rewritten and must be completely reviewed.** This revision clarifies the offices of responsibilities for the operation of the program. Major changes include a change in scope, this publication covers reserve and active duty personnel that assigned

or detailed to work in the 302 AW; also the inclusion of officers in the recognition program within the 302 AW. Additionally the revision defines the format requirements of the AF Form 1206, **Nomination for Award**. Attached form examples have been removed IAW current publications guidance.

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## Chapter 1

### 302 AW RECOGNITION PROGRAM

#### 1.1. Program Goal.

1.1.1. This is a Wing recognition program established to ensure outstanding Wing members, who represent high standards of conduct, performance, and military image are recognized. It also establishes the process to submit annual winners to higher headquarters to compete in the Air Force Reserve Command 12 Outstanding Airman of the Year (AFRC 12 OAY) program (Reserve members) or the Air Mobility Command 12 Outstanding Airman of the Year (AMC 12 OAY) program (Active Duty).

#### 1.2. Policy.

1.2.1. On a quarterly basis, unit commanders and supervisors are encouraged to recognize AMN (E1-E4), NCOs (E5-E6), SNCOs (E7-E8), CGOs (O1-O3), and FGOs (O4-O5) each quarter for submission to their respective Groups. For the purpose of this instruction, the four Groups assigned to the 302AW are the Operations Group (OG), the Maintenance Group (MXG), the Mission Support Group (MSG) and the Aeromedical Staging Squadron (ASTS) & 302 Wing Staff (AW) both make up the last "group". Personnel assigned/detailed to the 302 AW Staff & ASTS will compete against each other; those winners will be submitted to compete at the Wing level. The reserve and active duty award nominees will compete within the group that their immediate rater is assigned/detailed. Award winners are selected in accordance with this instruction. In the event that only a single nomination is received, that quarterly board will not be held at the Wing level.

1.2.2. Entries in the AF Form 1206, Nomination for Award, will focus on events which occurred during the award period.

#### 1.3. Eligibility Criteria.

1.3.1. All reserve and active duty members assigned/detailed to the 302 AW, who meet grade, and category requirements are eligible for nomination under this program and must be submitted to the Wing by their respective group.

1.3.2. Military members who are subject to non-judicial punishment, or who have an unfavorable information file, control roster action, referral performance appraisal, or any other similar actions during the award period are not eligible for nomination. Nominees must also meet physical fitness standards as outlined in Air Force Instruction (AFI) 36-2905, *Fitness Program*, and any associated Air Force Reserve Command (AFRC) supplements.

1.3.3. Members will be nominated for the grade in which they served during the majority of the period. For example, if a member was a Senior Airman for two months and then promoted to Staff Sergeant, the member will compete in the Airman of the Quarter category.

1.3.4. Senior Master Sergeants (SMSgt) selected or promoted to the rank of Chief Master Sergeant (CMSgt) during any portion of the quarterly award period are ineligible for consideration. (Exception: If a member has already been selected as the Wing nominee for an annual award prior to the promotion release, they will go forward to compete at the Wing, AF or AFRC levels).

1.3.5. Lieutenant Colonels (Lt Col) selected or promoted to the rank of Colonel (Col) during any portion of the quarterly award period are ineligible for consideration. Additionally, FGOs serving as a Commander, Deputy Commander or Operations Officer, are also ineligible for consideration. (Exception: If a member has already been selected as the Wing nominee for an annual award prior to the promotion release, they will go forward to compete at the Wing, MAJCOM or AF levels).

1.3.6. IAW Air Force Instruction (AFI) 36-2805, Special Trophies and Awards, First Sergeants nominated for the FSOY award must serve in the First Sergeant Air Force Specialty Code (AFSC), and have held the 8F000 Special Duty Identifier (SDI), for a minimum of 6 months during the annual award period in order to be eligible for nomination.

1.3.7. Any individual selected as quarterly award winner at the Wing level, in any category, will be ineligible for submission in consecutive quarterly boards (members who win Wing level quarterly award cannot compete in back-to-back quarters), unless the following quarter falls in a new calendar year. This does not apply to the annual award nomination process, i.e. if a member is selected for an annual award in 2011, they may be selected for the same annual award in 2012.

1.3.8. Nominees who have competed and won in the Wing quarterly award process will be submitted for the competition at the Wing level annual award process. Wing annual award winners will represent the 302 AW as a nominee in AFRC's Twelve Outstanding Airman of the Year Award (12 OAY) program (Reserve members) or the AMC's 12 OAY program (Active Duty).

#### **1.4. Responsibilities.**

1.4.1. The Command Chief Master Sergeant (CCC) will:

1.4.2. Manage the quarterly and annual recognition program.

1.4.2.1. Publish quarterly and annual nomination suspense dates each November.

1.4.2.2. Notify Commanders and First Sergeants of the date, time, and place for all recognition boards.

1.4.2.3. Coordinate with Group Commanders to identify members to serve on quarterly and annual recognition boards.

1.4.2.4. Provide questions to the board members.

1.4.2.5. Serve as Board Manager and brief board members on the recognition process (in the absence of the CCC, this function may be designated).

1.4.2.6. Provide quality control for all nomination packages competing in the OAY process.

1.4.2.7. Purchases approved mementos for award recipients (Quarterly, Annual, and Medallions).

1.4.2.8. Arranges for award recipients photos and places them in recognition display cases.

1.4.2.9. Establishes dates, times, and locations for all ceremonies.

1.4.3. Group Commanders will:

- 1.4.3.1. Administer and ensure compliance with the intent of this instruction and ensure recognition programs are vigorously supported within their groups.
- 1.4.3.2. Provide a primary and alternate enlisted member to serve in each board category and an FGO to serve as president for the SNCO, FSOY and CGO boards
- 1.4.3.3. If the officer, primary or alternate, is unable to perform board duties, the appointing commander must provide a replacement.

1.4.4. Unit Commanders will:

- 1.4.4.1. Administer and ensure compliance with the intent of this instruction and ensure recognition programs are vigorously supported within their units.
- 1.4.4.2. Review records and nomination packages for their nominees to ensure quality and accuracy prior to submission.
- 1.4.4.3. Ensure all quality force factors are met for all nominees (see [Para 1.3](#)).
- 1.4.4.4. Notify nominee's supervisor of the date, time, and place for all recognition boards.
- 1.4.4.5. Encourage the participation of assigned board members.
- 1.4.4.6. Establish other unit level recognition programs as appropriate.

1.4.5. Supervisors and/or First Sergeants will:

- 1.4.5.1. Ensure nomination packages are in compliance with this Airlift Wing Instruction (AWI).
- 1.4.5.2. Notify the nominee of the date, time, and place of the board.
- 1.4.5.3. Ensure nominee completes a review of their personal records and completes any necessary updates prior to meeting the quarterly and annual boards.
- 1.4.5.4. Ensure nominee's service dress uniform complies with AFI 36-2903, Dress and Appearance, standards.
- 1.4.5.5. Prepare member to meet the board.
- 1.4.5.6. Update packages of quarterly winners for submission to the annual board.

1.4.6. Members will:

- 1.4.6.1. Ensure their service dress uniform complies with AFI 36-2903, Dress and Appearance, standards.
- 1.4.6.2. Ensure personnel records are up-to-date in the Military Personnel Data System (MilPDS).
- 1.4.6.3. Appear before the board at the appointed date, time, and place. **NOTE:** If the member does not appear, his/her package will only be score based on AF Form 1206. See attachment 2.

1.4.7. The Military Personnel Section will:

1.4.7.1. Provide administrative support and ensure meeting facilities are arranged to conduct the quarterly and annual boards.

1.4.7.2. Receive nomination packages up to the established suspense date (late submissions will not be accepted).

1.4.7.3. Ensure the proper documents are in the nominee's awards package, as listed in Chapter 2 of this instruction, and the required format and font is utilized as directed. (If the award package does not meet these requirements, the entire package will be returned to the unit of submission. The MPS will not screen or evaluate the quality of the writing of the packages, make edits or rewrite the package.).

1.4.7.4. Notify CCC, via email, of the nominees by name who will meet the Awards Board at the close of the submission deadline. Make copies of all nominee packages for each board member and the CCC.

1.4.7.5. Provide individual score sheets to board member for each nominee package, instructions and score sheets are located in attachment 2 of this instruction.

1.4.7.6. Send out e-mail reminders no later than one UTA prior to packages being due.

1.4.7.7. Develop schedule for nominees to meet the board during the UTA in which the board is conducted.

1.4.7.8. Ensure packages submitted for the 12 OAY and FSOY meet all criteria established in AFI 36-2805, Special Trophies and Awards as well as all criteria established by higher headquarters.

1.4.8. Public Affairs (PA) will:

1.4.8.1. Coordinate between 21 SW Photo Lab and the quarterly award winners within one UTA from the recognition board in which they won to coordinate sitting times for photographs.

1.4.8.2. Display and update photos and name plates for award winner plaques, publish articles in the Front Range Flyer, and assist in the preparation and distribution of hometown releases for all quarterly and annual winners.

1.4.9. The 302 AW Chief's and First Sergeant's Councils should work together to make all arrangements for the Annual Awards Banquet. Requested support includes, but is not limited to:

1.4.9.1. Send invitations to banquet supporters and distinguished visitors.

1.4.9.2. Send Letters of Appreciation to all banquet supporters.

1.4.9.3. Coordinate with 302 AW Protocol and support agencies as needed.

1.4.9.4. Announce the date/time/location for award ceremonies and prepare necessary communication to notify nominees, organizations, and banquet supporters.

1.4.9.5. Coordinate and arrange seating, generate and arrange table place cards, and flag displays, resolve script and emcee issues in conjunction with the 302 AW/CCC or designee.

1.4.9.6. Arrange photographic and communication support for award presentations.

1.4.9.7. Coordinate guest speaker.

1.4.9.8. Other duties as otherwise requested.

### 1.5. Nomination and Selection Schedule.

1.5.1. Recognition boards will convene on the dates as outlined in **Table 1.1**.

**Table 1.1. Quarterly and Annual Award Board Schedule.**

Nomination and Selection Periods			
Nomination Period	Suspense to MPS	UTA/Board Date	Group Officer
Jan-Mar	10 duty days prior to board	Apr	MXG
Apr-Jun		Jul	OG
Jul-Sep		Oct	MSG
Oct-Dec		Jan	ASTS
<b>Annual Boards</b> Jan-Dec	2 <sup>nd</sup> week in January	Mid-Jan	CV

### 1.6. Board Composition and Responsibilities:

1.6.1.1. Board President: Review board proceedings outlined in Para 1.7 with board members.

1.6.1.2. Conduct board proceedings.

1.6.1.3. Ensure scoring adheres to established criteria as outlined in attachment 2.

1.6.1.4. In the event of a tie among board members, score nominees and cast vote to break tie.

1.6.1.5. Brief board members on the confidentiality of the board.

1.6.1.6. Ensure scoring “splits” greater than two points are resolved prior to final tally.

1.6.2. Board Recorder:

1.6.2.1. Assigned by 302 AW/CCC.

1.6.2.2. Collect score sheets and reviews for accuracy.

1.6.2.3. Coordinate with Board President to ensure splits greater than two points are resolved between board members prior to final tally.

1.6.3. Board Member:

1.6.3.1. Review and score nomination packages.

1.6.3.2. Record scores using provided score sheet and submit results to board president.

1.6.3.3. Maintain the confidentiality of the board meetings.

1.6.3.4. Turn in all notes, score sheets, etc. to the president once board proceedings are complete.

### 1.7. Nominees for Board Members.

1.7.1. Each group must submit a board member for each category (officers serving as board president will serve on a rotational basis as indicated in **Table 1.1**)

1.7.2. Each board will consist of 5 members, including the president

1.7.2.1. Board member composition shall be as follows:

AMN Board: 4 NCOs (E-5-E-6), 1 SNCO as board president (E7-E9)

NCO Board: 4 SNCOs (E7-E8), 1 CMSgt as board president

SNCO Board: 4 CMSgts, 1 senior FGO (O5-O6) as board president (paper board only)

FSOY Board: 2 CMSgts, 2 FGOs, 1 Colonel (O6) as board president

CGO Board: 4 FGOs, 1 Colonel (O6) as board president

FGO Board: 5 O-6s, or any combination of group/squadron commanders and O-6s; no more than 50% of the board will be made up of squadron commanders (paper board only)

1.7.3. Board members will serve as required to ensure timely completion of the recognition board that same day.

## **1.8. Selection Board Proceedings.**

1.8.1. If only one nomination is received for the board, the board will verify whether or not the nominee meets the eligibility criteria to be recognized as the unopposed winner. In the event that more than one package is received, the board will convene and for the Airmen and NCO boards the individual will interview before the board.

1.8.2. Board members and nominees will wear the service dress uniform. Exceptions to this policy will be directed by the CCC and only under mitigating circumstances.

1.8.3. Board members and the board president will score the packages. Selections for all winners are based on a total score consisting of the strength of the nomination package, dress and personal appearance, and the personal interview. The score of the board president will be used only to break a tie.

1.8.4. All score sheets will be checked for accuracy by the Board Recorder and validated by the Board President. The winner's name will be held in confidence until release is authorized by the 302 AW/CC, before the last sign out of the UTA.

## **1.9. Scoring Procedures.**

1.9.1. All board members will evaluate and score each nomination package and must be fair and impartial and set aside any bias (positive or negative). Packages will be evaluated based on the content and substance contained in the AF Form 1206. It is the quality, not the quantity, of the statements that are important when scoring the impact of the nominees's accomplishments.

## **1.10. Scoring guidelines (Enlisted and CGO).**

1.10.1. **Leadership and Job Performance in Primary Duty.** The member's leadership and job performance in their primary duty, including the development of new techniques, must



have significantly contributed to increase mission effectiveness during the quarter/year. Individual accomplishments are essential--not unit accomplishments.

**1.10.2. Self-Improvement.** The member must have shown improvement through off-duty education, achievements in professional or cultural societies or associations, development of creative abilities, and so on, during the award period. Includes military and civilian classes, professional development, self-development, etc. In general, self-improvement that is voluntary carries more weight than simply attending a mandatory class.

**1.10.3. Base or Community Involvement.** The member must have contributed to the military or civilian community's welfare, morale or status during the reporting period. This includes base/squadron/community involvement such as the Top-3, booster club, CGO group, coach of a youth athletic team, scout leader, church elder, etc. Being a member of an organization is not as strong as participation in a leadership position (president, secretary, coach, etc.).

**1.10.4.** Compare the accomplishments of each nominee and then score accordingly. Pay careful attention to the category criteria. Filler and fluff do not count as accomplishments. Do not score each category independently. Using the whole-person concept, grade each AF Form 1206 based on a maximum 80 points. An additional 20 points can be earned for those meeting a board in person. Half point increments may be used to differentiate between nominees. See attachment 2 for more details.

**1.10.5.** Each board member will rank scored packages as 1st, 2nd, 3rd, etc. In the event of equal scores, review packages and decide which to rate higher. Remember this is a "whole person" program and you are selecting the individual you think will best represent the Wing using the established scoring criteria.

**1.10.6.** Rankings by board members will be tallied by the board recorder and the package with the highest overall ranking will be the winner for that category.

## **1.11. Board Results.**

**1.11.1.** The board president will deliver all packages, score sheets and notes to the MPS. The MPS will notify 302 AW/CCC of the results of the board.

**1.11.2.** The 302 AW/CCC submits the board results to 302 AW/CC or designated representative for approval and release authorization before the last sign out of the UTA.

**1.11.3.** Board results and nomination packages are retained IAW AFMAN 37-139, *Records Disposition Schedule*, Table 36-33, R17 for one year after completion of the board.

## **1.12. Quarterly/Annual Awards Ceremony, Awards, and Honors.**

**1.12.1.** Quarterly award recipients will be announced at an appropriate function or venue as approved by 302 AW/CC, such as Commander's Call before sign-out on the Sunday of the same UTA.

**1.12.2.** Quarterly Award recipients will have their wing award presented on Sunday of the following UTA. The winners and their squadron leadership are required to attend in service dress, if member is unable to be present (rescheduled UTA, TDY/Deployment, Leave, etc.) then the squadron leadership will receive the award on the member's behalf.

**1.12.3.** Annual award winners will be announced during the Annual Awards Banquet.

1.12.4. An appropriate mission accomplishment award for all winners is authorized.

## Chapter 2

### 302ND AIRLIFT WING QUARTERLY AWARDS PROGRAM

#### 2.1. Package Content for Quarterly and Annual Boards:

2.1.1. AF Form 1206, Nomination for Award. Form is used to prepare nomination; not to exceed 15 lines (header lines are included in the total count of 15 lines).

2.1.1.1. The AF Form 1206 will be completed in the font style of Times New Roman, in 12 pitch.

2.1.1.2. Commander's endorsement, not to exceed two lines, will be positioned above the commander's certification statement toward the bottom of the AF Form 1206.

2.1.1.3. The AF Form 1206, must include the following statement, signed by the unit commander or designated representative: "I have reviewed the records of each military nominee, verified the member has a current passing Fitness Assessment score, and confirmed there is no derogatory information or an Unfavorable Information File (UIF) established." Statement will be positioned at the bottom of the AF Form 1206.

2.1.2. Member's Record Review RIP (RRR). The MPS Customer Support Section can assist in generating this document if needed or a Data Verification Brief (DVB) can be printed by the member.

2.1.3. For Airmen and NCO category packages include a current print up of their awards and decorations page from vMPF.

2.1.4. Member's most current Fitness Assessment (FA) score from the AF Fitness Management System (AFFMS) website.

2.1.5. Nomination packages are due to 302 FSS/FSMPS, Customer Support Section by the close of business 10 days prior to the scheduled quarterly board date listed in **Table 1.1**.

#### 2.2. Headings.

2.2.1. See paragraphs [1.10.1](#) thru [1.10.3](#)

## Chapter 3

### 302ND AIRLIFT WING ANNUAL AWARDS PROGRAM

#### 3.1. Nomination Procedures.

3.1.1. Each Group will nominate one member for each category. The four recognized groups are the 302 AW Operations Group (OG), the Maintenance Group (MXG), the Mission Support Group (MSG), and the Aeromedical Staging Squadron (ASTS) & 302 Wing Staff (AW) both make up the last "group". Personnel assigned/detailed to the 302 AW Staff & ASTS will compete against each other; those winners will be submitted to compete at the Wing level. The reserve and active duty award nominees will compete within the group that their immediate rater is assigned/detailed. Award winners are selected in accordance with this instruction. In the event that only a single nomination is received, that annual board will not be held at the Wing level.

3.1.2. Nominations shall be sent electronically via e-mail by the group commander or designated representative to [302mpf.evaluations@us.af.mil](mailto:302mpf.evaluations@us.af.mil) by close-of-business of the suspense date listed in **Table 1.1**.

3.1.3. AF Form 1206s must be sent in original format, not in .PDF or .JPEG format. Only the IMT version allows editing.

3.1.4. Photos of all annual nominees will need to be coordinated with 302 AW/PA, who will coordinate between 21 SW Photo Lab and nominees to arrange sitting times for photographs.

**3.2. Twelve Outstanding Airmen of the Year (12 OAY) Award.** Established by the Air Force, this program recognizes 12 enlisted members in a range of grades representing a cross section of career fields. There are three categories of competition: AMN, NCO, and SNCO.

3.2.1. The AMN, NCO, SNCO annual awards packages are designed to mirror the requirements as established by 12 OAY guidelines. Wing level annual winners will compete in either the 22nd Air Force 12 OAY process (reserve members), or the 18th Air Force 12 OAY process (active duty members).

3.2.2. The period of service for the 12 OAY award is 1 Jan-31 Dec. Write-ups must be based upon achievements that occurred only during that calendar year.

3.2.3. Nominees are representatives of the Air Force Enlisted Force and must stand the test of "whole life/whole career" scrutiny. The "whole life/whole career" screening will be conducted at AFRC level only.

3.2.4. Do not submit nominees who have previously won a 12 OAY award.

3.2.5. Nominate members in the category of award that corresponds to the grade held for the majority of the award period. For example, if a member has held the grade of TSgt for seven months of the award period and is then promoted to MSgt, nominate the member in the NCO category, not the SNCO category. If the member is promoted at the six-month point of the award cycle, the Command determines in which category to nominate the member.

3.2.6. Units are required to provide the following documents: AF Form 1206, biography, Statement of Intent, Statement of Release, and photographs. All required documents must be turned in by the suspense date.

3.2.7. A write-up, limited to 30 lines (including headers), must be single-spaced, size 12 font, using only the AF Form 1206, *Nomination for Award* (current version). Use point paper or talking paper format (bulleted, short statements or key points).

3.2.8. Nominations will include specific facts, achievements, and examples showing the individuals are exceptional. Achievements should distinguish the member from his or her peers. Nominations must cite examples that occurred only during the award period.

3.2.9. Common acronyms may be used as long as the meaning is clear (TDY, AF, USAFE, SFS, etc.), otherwise acronyms will not be used. The use of an acronym list is not permitted.

3.2.10. **Headings.** See paragraphs 1.10.1 thru 1.10.3.

3.2.11. **Package Content:**

3.2.11.1. **Biography.** A biography, limited to one, single-spaced typewritten page (21 lines max) using Times New Roman, 12 font, with 1 inch margins (top, bottom, right and left).

3.2.11.2. **Statements of Intent.** A statement of intent signed and dated by the nominee should be addressed to HQ ARPC/DPPPRS. All nominees must sign a statement of intent. The statement of intent will be read verbatim: "I have not applied for a commissioning program and, if selected as a 12 OAY, will not apply for a commissioning program until no earlier than 1 March following notification of 12 OAY selection." If applied for a commissioning program, personnel will not eligible to be submitted as a nominee.

3.2.11.3. "If selected as a 12 OAY, I agree to serve in the capacity as an enlisted ambassador representing and assisting the Air Force in enlisted recruiting and retention efforts and matters. I understand I may be called upon by my MAJCOM Commander or MAJCOM/CCC to travel to any events or venues deemed appropriate which may have a positive impact upon Air Force recruiting and retention."

3.2.11.4. "I attest that the facts I have provided for this nomination are true and correct to the best of my knowledge."

3.2.11.5. **Statement of release.** A statement signed and dated by the nominee should be addressed to HQ ARPC/ DPPPRS: 1."I do or do not (circle one) agree to the use of Privacy Act information in the nomination narrative. This information may include Privacy Act information or Personally Identifiable Information (PII) found in AFI 33-332, Air Force Privacy Program, Chapter six, Disclosing Records To Third Parties (<http://www.e-publishing.af.mil/shared/media/epubs/AFI33-332.pdf>). I understand those transmitting personal information via e-mail will exercise caution and adequately safeguard it IAW AFI 33-332, paragraph's 2.2.4., subparagraphs, and 2.2.5. The announcement message or any publicity regarding the award nomination will contain no Privacy Act information other than name, rank, and base of assignment."

Include the following: disclosure statement--voluntary, if permission is not granted, it will not preclude member, who is signing below, from 12 OAY competition.

3.2.11.5.1. Ensure member signs both statements separately.

3.2.11.6. Member's most current Fitness Assessment (FA) score from the AF Fitness Management System (AFFMS) website.

3.2.11.7. **Photographs:** 302 AW/PA will provide the following photos to MPS and 302 AW/CCC electronically via email:

3.2.11.7.1. One (1) 5 X 7" official (head and shoulder) photograph in .jpg format, no bigger than 500KB with the United States flag in the background. Military photos will be in service dress.

3.2.11.7.2. One (1) 5 X 7" official (full length) photograph in .jpg format, no bigger than 500KB, short sleeve blue shirt, no tie/tab, name tag, all ribbons and badges.

3.2.11.8. MPS will consolidate all nomination documents, coordinate with 302 AW/CCC for final approval, and submit annual nominations to 22 AF and 18 AF. Final package submissions will include:

3.2.11.9. Nominee cover letter signed by the Wing Commander or Vice Wing Commander.

3.2.11.10. Report of Individual Personnel RIP (Records Review RIP) on each nominee (must be Microsoft Word format). An eligibility check is required for the following: DOR, DOS, and Current passing FA score.

3.2.11.11. The only scanned documents accepted are those with signatures, such as endorsement letters and public release statements. The most current version of the AF Form 1206, Nomination for Award, must be sent in IMT format (not scanned or in PDF format). All other documents should be in Microsoft Word document format. **NOTE:** Additional guidance maybe provided by HHQ to 302 AW/CCC that may not be in this instruction. If there is additional guidance, it will be distributed to the Wing via email.

**3.3. First Sergeant of the Year Award.** Established by the Air Force, the award recognizes the important contributions and leadership qualities exhibited by Air Force members in the First Sergeant Career Field. Each unit with an authorized position may submit a nomination through their respective group. Groups may submit only one nominee to compete at the Wing.

3.3.1. First Sergeant nominees must serve in the position of First Sergeant and have held Special Duty Indicator (SDI) 8F000 for at least six months of the award period in order to be eligible.

3.3.2. The period of service for this award is 1 Jan-31 Dec. Write-ups must be based upon achievements that occurred only during the calendar year.

3.3.3. Units are required to provide the following documents: AF Form 1206, biography, Statement of Release, a citation, Records Review RIP, and photographs.

3.3.3.1. A write-up, limited to 30 lines, including headers, single-spaced, size 12 font, using only the AF Form 1206, *Nomination for Award*. Use point paper or talking paper format (bulleted, short statements or key points).

3.3.3.2. Nominations will include specific facts, achievements, and examples showing the individuals are exceptional. Achievements should distinguish the member from his or her peers. Nominations must cite examples that occurred only during the award period.

3.3.3.3. Common acronyms may be used as long as the meaning is clear (TDY, AF, USAFE, SFS, etc.), otherwise acronyms will not be used. The use of an acronym list is not permitted.

3.3.3.4. Headings are required and must be spelled out in all caps. Header lines will count against the 30 lines. No additional information will appear on the same line with the heading.

3.3.3.4.1. **Leadership and Job Performance in Primary Duty.** Describe significant leadership accomplishments and how well the member performed assigned primary and additional duties. Define the scope and level of responsibilities and the impact on the mission and unit. Include any new initiatives or techniques developed by the member that positively impacted the unit/mission. Include results of Air Force, MAJCOM, Numbered Air Force-level inspections and/or evaluations. Include awards received; i.e. NCO of the Quarter, Maintenance Professional of the Year, and so forth.

3.3.3.4.2. **Significant Self-Improvement.** Show how the member developed or improved skills related to primary duties; i.e. formal training, career development course enrollment or completion, on-the-job training, certifications, off-duty education related to primary duties, and so forth. Include completion of any Professional Military Education (PME) as well as awards earned during in-residence attendance. Include any off-duty education not directly related to primary duties; i.e. class, course, degree enrollment and/or completion, grade point average. Cite any other relevant training or activity that significantly enhanced the member's value as a military citizen.

3.3.3.4.3. **Base or Community Involvement.** Define the scope and impact of the member's positive leadership and involvement in both the military and civilian community. Include leadership, membership, or participation in unit advisory councils, professional military organizations, associations, and events; i.e. President of Top 3, enlisted dining-out committee, member of Air Force Sergeants Association, or Air Force Association, Sunday school teacher, and so forth.

3.3.4. **Statement of Release.** A statement of release signed and dated by the nominee should be addressed to HQ ARPC/ DPPPRS. The statement will be read verbatim: "I do/do not (circle one) grant permission to release any information contained in my nomination package and any announcement messages, press releases, or publicity regarding my winning this award."

3.3.4.1. Include the following disclosure statement: "Voluntary, if permission is not granted, it will not preclude member, who is signing below, from 12 OAY competition."

3.3.5. **Photographs:** 302 AW/PA will provide the following photos to MPS and 302 AW/CCC electronically:

3.3.5.1. One (1) 5 X 7" official (head and shoulder) photograph in .jpg format, no bigger than 500KB with the United States flag in the background. Military photos will be in service dress.

3.3.5.2. One (1) 5 X 7" official (full length) photograph in .jpg format, no bigger than 500KB, short sleeve blue shirt, no tie/tab, name tag, all ribbons and badges.

3.3.6. Nominee cover letter signed by the Wing Commander or Vice Wing Commander.

3.3.7. Report of Individual Personnel RIP (Records Review RIP) on each nominee (must be Microsoft Word format). An eligibility check is required for at least the following: DOR, DOS and current, passing Fitness Assessment score.

3.3.8. A citation, limited to 50-70 key words (not including opening and closing statements), that provides specific examples of leadership and job performance; significant self-improvement; and base or community involvement. Refer to AFI 36-2805, Attachment 3, *Special Trophies and Awards*, for format.

3.3.9. The only scanned documents accepted are those with signatures, such as endorsement letters and public release statements. The AF Form 1206, *Nomination for Award* must be sent in IMT format (not scanned or in PDF format). All other documents should be in Microsoft Word document format. **NOTE:** Additional guidance maybe provided by HHQ to 302 AW/CCC that may not be in this instruction. If there is additional guidance, it will be sent out to commanders via email.

3.3.10. MPS will consolidate all nomination documents, coordinate with 302 AW/CCC for final approval, and submit winning package to 22 AF and 18 AF, as applicable.

### **3.4. Company Grade Officer of the Year (CGOY) & Field Grade Officer of the Year (FGOY).**

3.4.1. All assigned CGOs & FGOs are eligible for consideration regardless of years of commissioned service.

3.4.2. Captains selected or promoted to the rank of major during the award period are not eligible for consideration for CGOY but, are for FGOY.

3.4.3. Nominees must be assigned to the command for at least six months of the award period or three months if assigned to a short tour area.

3.4.4. The period of service for the award is 1 Jan-31 Dec. Write-ups must be based upon achievements that occurred only during the calendar year.

3.4.5. Units are required to provide the following documents: AF Form 1206, biography, Statement of Intent, Statement of Release, and photographs.

3.4.5.1. **A write-up, limited to 30 lines including headers, single-spaced, size 12 font, using** only the AF Form 1206, *Nomination for Award* (current version). AF Form 1206 must be in original IMT format. Scanned or PDF copies will not be accepted. Use point paper or talking paper format (bulleted, short statements or key points).

3.4.5.2. Nominations will include specific facts, achievements, and examples showing the individuals are exceptional. Achievements should distinguish the member from his or her peers. Nominations must cite examples that occurred only during the award period.



3.4.5.3. Common acronyms may be used as long as the meaning is clear (TDY, AF, USAFE, SFS, etc.), otherwise acronyms will not be used. The use of an acronym list is not permitted.

3.4.5.4. Headings are required and need to be all capitalized. They will count against the 30 lines. No additional information will appear on the same line with the heading.

3.4.5.4.1. **Leadership and Job Performance in Primary Duty.** Consider development of quality Air Force management principles, new techniques, contributions to increased mission effectiveness, and acceptance of responsibility. In addition, consider scope and level of responsibility and cost saving initiatives.

3.4.5.4.2. **Significant Self-Improvement.** Professional Military Education, off-duty education, involvement in professional or cultural organizations, and voluntary enrollment in career development, technical training or quality courses.

3.4.5.4.3. **Base or Community Involvement.** Define the scope and impact of the member's positive leadership and involvement in both the military and civilian community. Include leadership, membership, or participation in unit advisory councils, professional military organizations, associations, and events.

3.4.6. **Biography.** A biography, limited to one, single-spaced typewritten page (21 lines max) using Times New Roman, 12 font, with 1 inch margins (top, bottom, right and left).

3.4.7. **Photographs.** 302 AW/PA will provide the following photos to MPS and 302 AW/CCC electronically:

3.4.7.1. One (1) 5 X 7" official (head and shoulder) photograph in .jpg format, no bigger than 500KB with the United States flag in the background. Military photos will be in service dress.

3.4.7.2. One (1) 5 X 7" official (full length) photograph in .jpg format, no bigger than 500KB, short sleeve blue shirt, no tie/tab, name tag, all ribbons and badges.

3.4.8. MPS will consolidate all nomination documents and coordinate with the CCC and board members for scoring packages.

3.4.9. Nominee cover letter signed by the Wing Commander or Vice Wing Commander.

3.4.10. Report of Individual Personnel RIP (Records Review RIP) on each nominee (must be word format). An eligibility check is required for the following: DOR, DOS and current, passing Fitness Assessment score.

3.4.11. The only scanned documents accepted are those with signatures, such as endorsement letters and public release statements. The AF Form 1206, *Nomination for Award* must be sent in IMT format (not scanned or in PDF format). All other documents should be in Microsoft Word document format.

3.4.12. MPS will consolidate all nomination documents, coordinate with 302 AW/CCC for

final approval, and submit winning package to 18 AF, as required, and not 22 AF as this is a Wing level award in AFRC.

JACK H. PITTMAN JR., Col, USAFR  
Commander

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

Air Force Policy Directive (AFPD) 36-28, *Awards and Decorations Programs*

Air Force Manual (AFMAN) 37-123, *Management of Records*

Air Force Instruction (AFI) 10-248, *Fitness Program*

AFI 36-2903, *Dress and Appearance*

AFI 36-2805, *Special Trophies and Awards*

AFI 36-2606, *Reenlistment in the United States Air Force*

***Abbreviations and Acronyms***

**12 OAY**—Air Force 12 Outstanding Airman of the Year

**AFI**—Air Force Instruction

**AFMAN**—Air Force Manual

**AFRC**—Air Force Reserve Command

**AMN**—Airman

**AFPD**—Air Force Policy Directive

**AFSC**—Air Force Specialty Code

**ASTS**—Aeromedical Staging Squadron

**AW**—Airlift Wing

**AWI**—Airlift Wing Instruction

**CC**—Commander

**CCM**—Command Chief Master Sergeant

**CCP**—Protocol

**FSOY**—First Sergeant of the Year

**IAW**—In Accordance With

**MAJCOM**—Major Command

**MPS**—Military Personnel Section

**MSG**—Mission Support Group

**MXG**—Maintenance Group

**NCO**—Non-commissioned Officer

**OG**—Operations Group

**OPR**—Office of Primary Responsibility

**PA**—Public Affairs

**PME**—Professional Military Education

**RIP**—Report on Individual Personnel

**RDS**—Air Force Records Disposition Schedule

**SNCO**—Senior Non-commissioned Officer

**SW**—Space Wing

**UIF**—Unfavorable Information File

**UTA**—unit training assembly

**Attachment 2****MEMORANDUM FOR QUARTERLY/ANNUAL AWARDS BOARD MEMBERS***Insert Date***MEMORANDUM FOR QUARTERLY/ANNUAL AWARDS BOARD MEMBERS****FROM:** 302 FSS/FSMPM**SUBJECT:** Rules of Engagement for Scoring Quarterly/Annual Award Packages

1. You have been chosen as a board member for the 302d Airlift Wing Quarterly/Annual Awards board. First and foremost all scoring and the overall winner for your category must remain a secret until it is announced by the 302 AW/CC and 302 AW/CCC.
2. You will score the AF Form 1206 based on three categories: **LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY, SIGNIFICANT SELF-IMPROVEMENT and BASE AND COMMUNITY INVOLVEMENT**. Attached is a guide for what content to look for and how to score. You do not need to score based on the attached scale but you should be consistent with each nominee and category.
3. All nomination packages will be scored as follows (maximum 100 points; 80 points for “paper only” boards).
  - a. Score from AF Form 1206, Nomination for Award (maximum 80 points)
    - i. Leadership and Job Performance in Primary Duty: maximum of 40 points.
    - ii. Significant Self-Improvement: maximum of 20 points.
    - iii. Base/Community Involvement: maximum of 20 points.
  - b. Score from personal interview, as applicable (maximum 20 points).
    - i. Appearance/Military Bearing: maximum of 5 points.
    - ii. Knowledge/Ability to Articulate: maximum of 15 points.
4. Return your scores for each category to your board president. The president will compile the scores and look for any major discrepancies. If a face to face meeting is necessary he/she will notify the group. After scores are compiled they will be forwarded by the president to the MPS.
5. If you have any questions please contact me at first.last@us.af.mil

*//SIGNED//*

FIRST M. LAST, RANK, USAFR  
Force Management

Attachment(s):

1. Scoring Guide
2. Board Score Sheet

**FSOY—Board Score Sheet**

<b>Category</b>	<b>Point Value</b>
<b>Leadership and Job Performance in Primary Duty</b> --The member's leadership and job performance in their primary duty, including the development of new techniques, must have significantly contributed to increase mission effectiveness during the year. Individual accomplishments are essential—not unit accomplishments	<b>40</b>
<b>Significant Self Improvement</b> --The member must have shown improvement through off-duty education, achievements in professional or cultural societies or associations, development of creative abilities, and so on, during the award period. Consider military and civilian classes, professional development, self-development, etc. In general, self-improvement that is voluntary carries more weight than simply attending a mandatory class	<b>20</b>
<b>Base and Community Involvement</b> --The member must have contributed to the military or civilian community's welfare, morale or status during the reporting period. This includes base/squadron/community involvement such as the Top-3, booster club, CGO group, coach of a youth athletic team, scout leader, church elder, etc. Being a member of an organization is not as strong as participation in a leadership position (president, secretary, coach, etc)	<b>20</b>

**SNCO—Board Score Sheet**

<b>Category</b>	<b>Point Value</b>
<b>Leadership and Job Performance in Primary Duty</b> --The member's leadership and job performance in their primary duty, including the development of new techniques, must have significantly contributed to increase mission effectiveness during the year. Individual accomplishments are essential—not unit accomplishments	<b>40</b>
<b>Significant Self Improvement</b> --The member must have shown improvement through off-duty education, achievements in professional or cultural societies or associations, development of creative abilities, and so on, during the award period. Consider military and civilian classes, professional development, self-development, etc. In general, self-improvement that is voluntary carries more weight than simply attending a mandatory class	<b>20</b>
<b>Base and Community Involvement</b> --The member must have contributed to the military or civilian community's welfare, morale or status during the reporting period. This includes base/squadron/community involvement such as the Top-3, booster club, CGO group, coach of a youth athletic team, scout leader, church elder, etc. Being a member of an organization is not as strong as participation in a leadership position (president, secretary, coach, etc)	<b>20</b>

**NCO—Board Score Sheet**

<b>Category</b>	<b>Point Value</b>
<b>Leadership and Job Performance in Primary Duty</b> --The member's leadership and job performance in their primary duty, including the development of new techniques, must have significantly contributed to increase mission	<b>40</b>

effectiveness during the year. Individual accomplishments are essential—not unit accomplishments	
<b>Significant Self Improvement</b> --The member must have shown improvement through off-duty education, achievements in professional or cultural societies or associations, development of creative abilities, and so on, during the award period. Consider military and civilian classes, professional development, self-development, etc. In general, self-improvement that is voluntary carries more weight than simply attending a mandatory class	20
<b>Base and Community Involvement</b> --The member must have contributed to the military or civilian community's welfare, morale or status during the reporting period. This includes base/squadron/community involvement such as the Top-3, booster club, CGO group, coach of a youth athletic team, scout leader, church elder, etc. Being a member of an organization is not as strong as participation in a leadership position (president, secretary, coach, etc)	20

**Airmen—Board Score Sheet**

Category	Point Value
<b>Leadership and Job Performance in Primary Duty</b> --The member's leadership and job performance in their primary duty, including the development of new techniques, must have significantly contributed to increase mission effectiveness during the year. Individual accomplishments are essential—not unit accomplishments	40
<b>Significant Self Improvement</b> --The member must have shown improvement through off-duty education, achievements in professional or cultural societies or associations, development of creative abilities, and so on, during the award period. Consider military and civilian classes, professional development, self-development, etc. In general, self-improvement that is voluntary carries more weight than simply attending a mandatory class	20
<b>Base and Community Involvement</b> --The member must have contributed to the military or civilian community's welfare, morale or status during the reporting period. This includes base/squadron/community involvement such as the Top-3, booster club, CGO group, coach of a youth athletic team, scout leader, church elder, etc. Being a member of an organization is not as strong as participation in a leadership position (president, secretary, coach, etc)	20

**CGO—Board Score Sheet**

Category	Point Value
<b>Leadership and Job Performance in Primary Duty</b> --The member's leadership and job performance in their primary duty, including the development of new techniques, must have significantly contributed to increase mission effectiveness during the year. Individual accomplishments are essential—not unit accomplishments	40
<b>Significant Self Improvement</b> --The member must have shown improvement through off-duty education, achievements in professional or cultural societies or associations, development of creative abilities, and so on, during the award period. Consider military and civilian classes, professional development,	20

self-development, etc. In general, self-improvement that is voluntary carries more weight than simply attending a mandatory class	
<b>Base and Community Involvement</b> --The member must have contributed to the military or civilian community's welfare, morale or status during the reporting period. This includes base/squadron/community involvement such as the Top-3, booster club, CGO group, coach of a youth athletic team, scout leader, church elder, etc. Being a member of an organization is not as strong as participation in a leadership position (president, secretary, coach, etc)	<b>20</b>

**FGO—Board Score Sheet**

<b>Category</b>	<b>Point Value</b>
<b>Leadership and Job Performance in Primary Duty</b> --The member's leadership and job performance in their primary duty, including the development of new techniques, must have significantly contributed to increase mission effectiveness during the year. Individual accomplishments are essential—not unit accomplishments	<b>40</b>
<b>Significant Self Improvement</b> --The member must have shown improvement through off-duty education, achievements in professional or cultural societies or associations, development of creative abilities, and so on, during the award period. Consider military and civilian classes, professional development, self-development, etc. In general, self-improvement that is voluntary carries more weight than simply attending a mandatory class	<b>20</b>
<b>Base and Community Involvement</b> --The member must have contributed to the military or civilian community's welfare, morale or status during the reporting period. This includes base/squadron/community involvement such as the Top-3, booster club, FGO group, coach of a youth athletic team, scout leader, church elder, etc. Being a member of an organization is not as strong as participation in a leadership position (president, secretary, coach, etc)	<b>20</b>

**"Paper Only" Nominee Scoring Sheet**

**XXX of the Quarter/Year**

NAME\_\_\_\_\_ RANK\_\_\_\_\_ UNIT\_\_\_\_\_

*The following 3 criteria are based upon the nominee's award's package. The nominee has signed a statement verifying they have confirmed all information in their package is correct.*

<b><u>Category</u></b>	<b><u>Maximum Value</u></b>	<b><u>Score</u></b>
Leadership and Job Performance in Primary Duty	40 points	_____
Significant Self-Improvement	20 points	_____



Base or Community Involvement 20 points \_\_\_\_\_

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Total Score 80 points \_\_\_\_\_

Additional Remarks or notes:

Board Member Name \_\_\_\_\_ Rank \_\_\_\_\_ Phone \_\_\_\_\_

## In Person Board Nominee Scoring Sheet

**Amn / NCO of the XX Quarter Year 20XX**

NAME \_\_\_\_\_ RANK \_\_\_\_\_ UNIT \_\_\_\_\_

*The following 3 criteria are based upon the nominee's award's package. The nominee has signed a statement verifying they have confirmed all information in their package is correct.*

<b><u>Category</u></b>	<b><u>Maximum Value</u></b>	<b><u>Score</u></b>
Leadership and Job Performance in Primary Duty	40 points	_____
Significant Self-Improvement	20 points	_____
Base or Community Involvement	20 points	_____

*The following criteria will be based upon the nominee's professional appearance, military bearing, confidence and conduct.*

<b>Dress, Appearance, Bearing, Conduct</b>	5 points	_____
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*The following scoring will be based upon the nominee's answers to the Board's questions. Consider not only their answers but how they PRESENT them to the board.*

Question #1	3 points	_____
Question #2	3 points	_____
Question #3	3 points	_____
Question #4	3 points	_____
Question #5	3 points	_____

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Total Score	100 points	_____
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Additional Remarks or notes:

Board Member Name\_\_\_\_\_ Rank\_\_\_\_\_ Phone\_\_\_\_\_